



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: ADMINISTRATIVE ANALYST I - III

DEFINITION: Under direction, assists departmental management with a wide variety of administrative responsibilities and performs increasingly complex and responsible duties of the class.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Journey level; performs the duties of the class.

Grade Level II - Performs the complex duties of the class.

Grade Level III - Performs the most complex duties of the class; responsible for one or more major programs or activities.

EXAMPLES OF DUTIES:

- Independently develops and implements analytical studies and develops, compiles, and interprets statistical data;
- Develops conclusions and makes recommendations;
- Interprets complex written information;
- Prepares detailed and comprehensive written reports;
- Assists departmental management in the preparation and control of the annual budget, and the selection, training, and evaluation of employees;
- Develops and implements procedures for improving organizational effectiveness;
- Develops measures for evaluating departmental accomplishments;
- Develops proposals and forecasts;
- Makes oral presentations;
- Develops basic computer reporting systems unrelated to centralized computer operations;
- May assist in the marketing of services;
- May assist in the administration of leases and permits;
- May supervise subordinate personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited college or university with a Bachelor's degree in Public Or Business Administration, or a closely related field, and two or more years of professional experience as an Assistant Administrative Analyst, or an equivalent position.

A valid motor vehicle operator's license may be required.

A Master's degree in one of the preceding fields may be substituted for one year of the required experience.

ADMINISTRATIVE ANALYST FIII (continued):

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

HISTORY:

Revision of Class specification date 05/21/81.

Title Changes Effective 01/08/85:

- Administrative Analyst II to Administrative Analyst I
- Administrative Analyst III to Administrative Analyst II
- Administrative Analyst IV to Administrative Analyst III

Approval/Adoption Dates: 01/15/85 - Human Resources Department